



## DWFP-CONSERVATION RESOURCES COORDINATOR

### Characteristics of Work

This is professional *administrative and managerial* work in the fields of wildlife, fisheries, ecology and natural resources conservation in the Department of Wildlife, Fisheries and Parks. Characteristic duties include responsibility for administering, directing and coordinating statewide specialized conservation research, management and environmental projects/programs. The work requires a high level of technical and administrative skill to manage diverse and complex conservation projects/programs. Incumbents act as the principal program advisors to the director of a section and perform within the scope of broad statutory and departmental guidelines, with considerable latitude in the formulation of scientific/technical applications and recommendations of substantial resource-related and socio-economic impact. Work is performed under the general direction of an administrative or technical superior; work is planned and reviewed with progress evaluated in conferences with superiors. Supervision may be exercised over subordinate professional and technical staff.

### Examples of Work

**Examples of work performed in this classification include, but are not limited to, the following:**

Coordinates, directs and organizes statewide development, management, restoration, research, and educational activities.

Coordinates programs for development, management and restoration of state-owned or leased lands, waterfowl areas, hatcheries, state/park lakes, ponds, reservoirs and public waters, and cooperative projects with federal, state or local agencies, universities and conservation organizations.

Administers and supervises the state's Federal Aid in Wildlife Restoration or Sport Fish Restoration programs (Dingell-Johnson; Wallop-Breaux; Pittman-Robertson), related federal-aid and state-supported resources management programs.

Directs and supervises statewide field activities; develops comprehensive management plans; recommends resource preservation and enhancement practices; evaluates conservation methods through implementation of monitoring procedures.

Designs and directs complex research projects and methods of data collection and analysis; develops and maintains relational databases; recommends management strategies and applications.

Coordinates requests for technical assistance from sportsmen's groups, clubs, conservation and community organizations, landowners and the general public; plans and coordinates technical assistance in resource management, habitat improvement, pond management and determination of harvest quotas; reviews resource and user group plans and implementation.

Participates in negotiations of lease or purchase agreements for tracts of property under stewardship of the department.

Administers cooperative agreements and contracts with federal, state and local governmental agencies; ensures compliance with contract terms and conditions; performs progress and status reporting.

Coordinates, reviews and directs all phases of statewide project/program development and operations, i.e., proposal, planning, design, implementation, coordination, evaluation and reporting; conducts field inspections to assess program status; evaluates effectiveness of statewide projects/programs.

Plans and directs habitat evaluations, river basin studies, ecological surveys and land/water access reviews; evaluates and interprets reported results; assists and advises in the performance of complex evaluations, surveys and special studies.

Coordinates and directs biological investigations and analysis of mortality factors, diseases or fish kills to determine cause; evaluates recommended methods for intervention, prevention and eradication.

Reviews and approves project proposals and grant applications; organizes and directs feasibility studies and technical surveys.

Coordinates, reviews and conducts environmental assessments and impact studies, preparation of environmental impact statements and position papers, and formulation of management policies.

Coordinates and prepares statistical analysis, technical and non-technical reports and papers from research projects, surveys and field data; reviews and compiles annual harvest information, hunting, fishing and recreational participation, projected trends in resource usage, resource pressures, etc.; utilizes computer-based programs to enter research, survey and field data.

Develops and prepares annual plans, specifications and estimates for implementation of program goals and objectives; performs evaluations and field inspections to determine whether programs are conducted in accordance with approved plans, specifications and guidelines.

Plans and administers program budget(s) of broad scope; evaluates statewide program activities and expenditures for qualifying federal funding; administers federal-aid reimbursement, compliance and grant reporting.

Monitors the planning, design, development and construction of facilities and specialized equipment; evaluates research applications and technological advancements.

Proposes changes to conservation-related laws and departmental regulations designed to promote and protect wildlife, fisheries, ecology and natural resources.

Directs and participates in the strategic planning and development of long-range research and conservation management programs.

Plans, develops and presents informational and educational programs, in-service training or demonstrations on wildlife, fisheries, ecology and natural resources conservation, ecological and environmental issues and concerns; participates in public hearings, forums and technical meetings related to conservation and resource management topics.

Coordinates or responds to requests for information either verbally or in writing regarding program policies, activities and regulations; edits and prepares media releases and public notices; prepares program proposals and tentative recommendations for the adoption/revision of regulations for Commission and legislative enactment.

Evaluates and presents final technical recommendations on seasons, bag or shot limits, specific state/park lakes or management areas rules and regulations, hunting and fishing regulations, state and federal conservation laws and regulations; develops applicable policies and operating procedures.

Assesses and conducts literature reviews and summarizes information for use in project/program proposals, technical and non-technical reports and articles, and evaluation of current management practices.

Coordinates and determines statewide project/program priorities, allocation of resources and assignments in accordance with established goals and objectives; coordinates and approves work, holiday and leave schedules.

Reviews and evaluates subordinates' job performance; recommends performance improvement plans and supplemental training to ensure performance standards are met.

Makes personnel-related recommendations to an administrative superior, to include staff development, employment, promotion, termination and disciplinary action.

Reviews and approves work plans, annual and year-end reports, project/program proposals, and budget requests; approves major purchases of equipment, commodities and services; monitors expenditures of funds allocated to project/program by project and budget category.

Reviews and approves various administrative reports related to time, attendance and activities; vehicle usage, expenses and repairs; federal aid reimbursement projects.

Coordinates property inventory, and maintenance of field and facility equipment assigned to statewide projects/programs.

Operates and maintains a variety of equipment, including but not limited to: motorized vehicles, all-terrain vehicles, winches, boats, motors, firearms, audio-visual equipment, two-way radio and communications equipment, nets, traps, sampling gear, laboratory and field testing equipment.

May enforce laws, rules and regulations for the protection, conservation and management of wildlife, fisheries and natural resources.

Related or similar duties are performed as required or assigned.

### **Essential Functions**

**Additional essential functions may be identified and included by the hiring agency. These essential functions include, but are not limited to, the following.**

1. Coordinates and directs the collection of various data to aid in the management of species.
2. Analyzes and summarizes data.
3. Provides sportsmen and the general public with information on various topics.
4. Administers and supervises federal-aid and state-supported resources management programs.

### **Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SME's) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience,

demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job-related physical requirements may be added to these by individual agencies on an as-needed basis. Corrective devices may be used to meet physical requirements.

**Heavy Work:** May frequently exert force equivalent to lifting up to approximately 50 pounds and/or occasionally exert force equivalent to lifting up to approximately 100 pounds.

**Vision:** Requires the ability to perceive the nature of objects by the eye.

**Near Acuity:** Clarity of vision at 20 inches or less.

**Midrange:** Clarity of vision at distances of more than 20 inches and less than 20 feet.

**Far Acuity:** Clarity of vision at 20 feet or more.

**Field of Vision:** Ability to observe an area up or down, left or right while eyes are fixed on a given point.

**Depth Perception:** Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.

**Accommodation:** Ability to adjust focus.

**Color Vision:** Ability to identify colors.

**Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit; and use hands to finger, handle or feel objects, tools or controls. The incumbent is frequently required to reach with hands and arms. The incumbent is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch or bend.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening skills.

#### **Education/Experience Requirements:**

##### **Education:**

A Master's Degree from an accredited four-year college or university in wildlife/fisheries ecology/biology or in wildlife/fisheries conservation/management or a field of study defined by the Department of Wildlife, Fisheries and Parks.

**AND**

##### **Experience:**

Four (4) years of work experience directly related to the above-described duties.

#### **Substitution Statement**

Directly related education above the Master's Degree and directly related experience may be substituted on an equal basis.

**Required Document(s):** Applicant must provide employing agency evidence of completion of education requirements and a valid copy of his/her transcript to verify course work, when applicable.

**Note:** Applicant must possess and maintain a valid Mississippi Driver's License.

**Special Option Requirements:**

Duty assignments which may include enforcement powers would require an applicant to meet any and all minimum standards of employment and pre-defined requalification standards as set forth by the Board of Law Enforcement Officers Standards and Training and the Department of Wildlife, Fisheries and Parks.

**Interview Requirements**

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.